

**POSITION DUTY STATEMENT**

DOT PM-0924 (REV 08/2024)

CLASSIFICATION TITLE Associate Governmental Program Analyst	OFFICE/BRANCH/SECTION D2/Maintenance & Ops/ Maintenance Engineering	
WORKING TITLE Maintenance Agreements Coordinator / HM Project Analyst	POSITION NUMBER 902-600-5393-	REVISION DATE 11/06/2024

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under direction of the District Maintenance Engineer, a Senior Transportation Engineer, the incumbent manages the District's Maintenance Agreements Program and functions as the project analyst for the highway maintenance projects managed by the District Maintenance Engineer.

Manages the District's Maintenance Agreement Program by coordinating with head quarters, project management, field maintenance, local governments, and others in the development of maintenance agreements. Drafts and submits maintenance agreements for approval. Manages the district's maintenance agreements database.

Independently provides support to the District Maintenance Engineer in a broad range of document development, technical scheduling, budgeting, and analytical activities in the delivery of the District's Highway Maintenance Program. This includes coordinating, monitoring, and analyzing all phases of a project including: Project Approval and Environmental Document (PA&E); Plans, Specifications, and Estimates (PS&E); Right of Way Support (R/W), Capital, and Construction Support.

**CORE COMPETENCIES:**

As an Associate Governmental Program Analyst, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Initiative:** Ability to identify what needs to be done and doing it before being asked or required by the situation. Seeks out others involved in a situation to learn their perspectives. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Equity, Integrity, Pride)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Innovation, Integrity)
- **Thoroughness:** Ensures that work and information is complete and accurate. Ensures that assignment goals, objectives, and completion dates are met. Documents and reports on work progress. (Cultivate Excellence, Strengthen Stewardship and Drive Efficiency - Engagement, Integrity, Pride)

**TYPICAL DUTIES:**

Percentage	Job Description
Essential (E)/Marginal (M) <sup>1</sup>	

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35%	E	Prepares all Maintenance Agreements consistent with legal templates. Consults with Permits, maintenance supervisors, and all other personnel interested in generating the above listed agreements. Ensures that all agreements are prepared correctly as to form, content and within the Department's responsibility and liability interests. Maintains files of all District maintenance agreements. Coordinates with field maintenance on new and existing maintenance agreements. Attends PDT meetings when a project has an associated maintenance agreement.
30%	E	Create, analyze, modify, and maintain project work plans utilizing Critical Path Method (CPM) techniques in the Project Resource Scheduling Management (PRSM) to track the life cycle of a project and generate the workload needs of the District. Develop and manage work plans (resource loaded schedules) through coordination with all participating Office Chiefs, Functional Managers and Task Managers, ensuring the workplan is developed in conformance with applicable project management procedures. Review, analyze, and evaluate project data; research and respond to project schedule adjustments and resource requests; provide recommendation to project manager to mitigate impacts and accomplish project deliveries within appropriate funding processes. Interpret data to forecast potential issues and upcoming deadlines.
20%	E	Produce resource, task assignment, and status reports for monitoring project cost, scope, and schedule by utilizing Project Resource Scheduling Management (PRSM), Excel, Accounting Management System (AMS), and Enterprise Datalink reporting tools. Analyze and forecast project data to alert project manager of possible schedule or resource problems, functional workload peaks, or other conditions that may impact project delivery. Monitor actual support costs against planned costs. Review project information error reports from various sources and enter correct data or facilitate the responsible department's corrective action. Review and monitor assigned work plans to ensure current project status.
10%	E	Draft project allocations requests, project request forms, Funding Tables, and various other reports and documents. Assist the Maintenance Engineer with Programming Documents, Risk Management Plans and Communication Plans.
5%	M	Support Maintenance Engineering staff in acquiring project related data and programming issues. May accompany the maintenance engineer on field reviews, attend open houses and attend external public meetings. Other duties as assigned.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

This position does not supervise, but may act as lead over other staff on special projects.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of principles, practices, and trends of public and business practices. Must have knowledge for methods used to track and monitor expenditures and resources. Must have knowledge of the Caltrans Work Breakdown Structure (WBS), Resource Breakdown Structure (RBS), data requirements of the Caltrans project managers, functional managers, task managers and existing project related information systems. Must have a thorough understanding of Critical Path Method (CPM) of project scheduling. Must understand project funding and how it applies to project schedules. Must be able to plan, organize, prioritize and analyze data from multiple sources. Must have the ability to schedule, manage and check status of Caltrans capital outlay projects using a sophisticated computer scheduling tool. Must be able to have the ability to forecast and anticipate problems arising in project schedules and project resource assignments, and effectively communicate with the maintenance engineer, Office of Project and Project Management staff, PDTs and external partners. Must have the ability to motivate and persuade other functions to complete project deliverables. Must be able to demonstrate the ability to work and act independently with initiative and follow up. Must be skillful in performing numerical and statistical calculations to provide useful information. Must have the ability to initiate tasks with little or no instruction based on project needs. Must be proficient in using major computer software and databases, such as Project Resource Scheduling Management (PRSM), Word, Excel, Outlook and California Transportation Improvement Program System (CTIPS).

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

Inaccuracies in analysis may result in lost opportunity of the department to improve project management processes and project delivery. This will result in the inability of management to access information related to highway maintenance projects; a potential failure in improving project delivery control and performance.

**PUBLIC AND INTERNAL CONTACTS**

Contact with maintenance engineering staff, Headquarters Personnel, local governments, and other external contacts.

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**PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS**

Incumbent may be required to move large or cumbersome plans and diagrams from one location to another. Requires occasional bending, stooping, and kneeling must be able to lift up to a maximum of 25 pounds. Have the ability to develop and maintain cooperative relationships; deal effectively with pressure, maintain focus, and intensity yet remain optimistic and persistent, even under adversity; communicate effectively and maintain strong working relationships with others; be open to change and new information; adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles; behave in a fair and ethical manner toward others and demonstrates a sense of responsibility and commitment to public service; have the ability to multi-task, adapt to changing priorities, and complete tasks with short notice.

**WORK ENVIRONMENT**

While at the base of their operation, incumbent will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. Incumbent may be required to sit for long periods of time using a keyboard and video display terminal. Incumbent may be required to travel in state, but the travel is not very frequent. Travel may be required. May occasionally attend off-site meetings within the State where climate and accessibility are uncertain. Field reviews may be required occasionally depending on operational needs. May be subject to walking on uneven and elevated ground surfaces.

This position may be eligible for telework. The amount of telework is at the discretion of the Department and based on Caltrans's evolving telework policy. Caltrans supports telework, recognizing that in-person attendance may be required based on operational needs. Employees are expected to be able to report to their worksites with minimum notification if an urgent need arises. The selected candidate will be required to commute to the headquartered location as needed to meet operational needs. Business travel may be required and reimbursement considers an employee's designated headquartered location, primary residence, and may be subject to CalHR regulations or applicable bargaining unit contract provisions. All commute expenses to the headquartered location will be the responsibility of the selected candidate.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE

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**POSITION DUTY STATEMENT**

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CLASSIFICATION TITLE Staff Services Analyst (Gen)	OFFICE/BRANCH/SECTION D2/Maintenance & Ops/Maintenance Engineering	
WORKING TITLE Maintenance Agreements Coordinator / HM Project Analyst	POSITION NUMBER 902-600-5157-	REVISION DATE

As a valued member of the Caltrans leadership team, you make it possible for the Department to provide a safe and reliable transportation network that serves all people and respects the environment.

**GENERAL STATEMENT:**

Under direction of the District Maintenance Engineer, a Senior Transportation Engineer, the incumbent, in a training capacity the District's Maintenance Agreements Program and functions as the project analyst for the highway maintenance projects managed by the District Maintenance Engineer.

Under guidance and in a training capacity, supports the District's Maintenance Agreement Program by coordinating with head quarters, project management, field maintenance, local governments, and others in the development of maintenance agreements. Drafts and submits maintenance agreements for approval. manages the district's maintenance agreements database.

With supervision, the incumbent provides support to the District Maintenance Engineer in a broad range of document development, technical scheduling, budgeting, and analytical activities in the delivery of the District's Highway Maintenance Program. This includes coordinating, monitoring, and analyzing all phases of a project including: Project Approval and Environmental Document (PA&ED); Plans, Specifications, and Estimates (PS&E); Right of Way Support (R/W), Capital, and Construction Support.

**CORE COMPETENCIES:**

As a Staff Services Analyst (Gen), the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

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- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Strengthen Stewardship and Drive Efficiency - Engagement, Innovation, Integrity, Pride)
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**TYPICAL DUTIES:**

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

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### PUBLIC AND INTERNAL CONTACTS

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

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### WORK ENVIRONMENT

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I agree that by providing my electronic signature for this form, I agree to conduct business transactions by electronic means and that my electronic signature is the legal binding equivalent to my handwritten signature. I hereby agree that my electronic signature represents my execution or authentication of this form, and my intent to be bound by it.

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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